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20 NOV 1963

MEMORANDUM FOR: Deputy for Technology, OSA
Attention: Chief, Contracts Division

Deputy for Field Activities, OSA
Attention: Chief, Materiel Division

Acting Chief, Support Division, OSA
Attention: Chief, Finance Branch
Chief, Travel Branch

SUBJECT : Audit Report of Office of Special
Activities For Period 1 July 1962
through 30 September 1963

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REFERENCE : ██████-3725-63, dated 21 November 1963

1. Attached for each addressee is a copy of subject audit report, the contents of which have previously been discussed with you. Each office is requested to review this report and determine the corrective actions, if any; that are to be taken.

2. I would like to reply to this report not later than 14 December 1963, therefore, each office is requested to answer to the paragraphs as indicated below:

a. Chief, Contracts Division, OSA
Paragraph 4a, d. (paragraph d. to be answered jointly by Contracts Division and Materiel Division)

b. Chief, Materiel Division, OSA
Paragraph 4d, e, f and j. (See a. above)

c. Chief, Budget & Finance Branch, OSA
Paragraph 4b, g, h and i.


d. Chief, Travel Branch, OSA
Paragraph 4c.

e. Action required by paragraphs 15, 16 and 17 has been completed. The reply

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shall be prepared jointly by the Chief,
Budget & Finance Branch and the Chief,
Contracts Division.


3. Replies should be completed by 10 December 1963
and forwarded to the Chief, Budget & Finance Branch, OSA,
who will compile a consolidated answer.

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JACK C. LEDFORD
Colonel USAF
Assistant Director
(Special Activities)

Attachment:
a/s

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B&F/OSA: :rgu (29 Nov. 63)
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- #8 - AD/OSA, w/att
- #9 - B&F/OSA (Reading), wo/att
- #10 - RB/OSA, wo/att

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